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LSU Student Government

Spring 2014

S14RS SGB No. 5 (Finance Bylaws)

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STUDENT SENATE

S14RS

SGB No. 5

BY: SENATORS LOGA, GRASHOFF, DO, KARAM, GORE, GROTT, GUILLORY,
SANDERSON, TARLETON, AND WATTS

A BILL

TO AMEND THE STUDENT GOVERNMENT BYLAWS

PARAGRAPH 1: WHEREAS, THE TEMPORARY GOVERNING DOCUMENTS
COMMITTEE HAS BEEN CHARGED WITH REVIEWING THE
GOVERNING DOCUMENTS; AND

PARAGRAPH 2: WHEREAS, UPON THE REQUEST OF THE TEMPORARY GOVERNING
DOCUMENTS COMMITTEE, THE SENATE BUDGET AND
APPROPRIATIONS COMMITTEE HAS PREPARED THE FOLLOWING
REVISIONS TO THE BYLAWS REGARDING STUDENT GOVERNMENT
FINANCES; AND

PARAGRAPH 3: WHEREAS THE AMENDED BYLAWS SHALL READ AS FOLLOWS:

ARTICLE VIII

Financial Organization

Section 1. Fiscal Year

The Student Government shall operate on a fiscal year beginning at 12:01 a.m. on the first day of July of one calendar year, and ending at midnight on the last day of June of the following calendar year.

Section 2. Student Government Budget

- A. The Student Body President shall submit a proposed Student Government Budget to the Temporary Budget and Appropriations Committee, to be authored by a senator, for the coming fiscal year to be approved by the Student Senate immediately following his/her installation.
- B. The projected revenues for the Student Government Operating Budget shall be determined by utilizing Budget and Planning enrollment by the current designated fees.
- C. The Student Government Budget shall be considered by the Senate as a Student Government Bill, and shall have been adopted for the upcoming fiscal year at or before the beginning of that fiscal year.
- D. No funds shall be appropriated or expended in a fiscal year unless and until a Student Government Budget for that fiscal year has been adopted.
- E. During the fiscal year for which a Student Government Budget has been adopted, all of the conditions listed in said budget shall be treated as an auxiliary document within the Procedure Handbook, and may be amended by a **b** vote of the Student Senate present and voting. Such amendment shall become effective upon final passage of legislation detailing the amendment. No friendly amendments shall be allowed in amending the Student Government Budget.
- F. Should a budget become unbalanced, by eventuation of a deficit balance in a line item, the Student Senate shall within fifteen (15) class days amend said budget to remove the deficit

- G. The Senate Budget and Appropriations Committee and the Executive Director of Finance will review and amend the Student Government Budget each semester to reflect the fourteen (14) day enrollment numbers.
- H. No more than twelve thousand dollars (\$12,000.00) may be appropriated in the Student Government Budget for total student salaries of the Student Government members during one (1) fiscal year.
- I. Any student occupying a position with a designated salary in the Student Government Budget shall be paid up to but no more than one-eighth (1/8) of the specified salary per month. The only exception to this rule is if a student does not receive the full one-eighth (1/8) of a particular salary for a particular month during which he/she was on payroll; in this case, the student would be allowed to make up the difference over the next month(s) through supplemental pay. Additional provisions may be provided for in the Student Government Budget.

Section 3. Unrecognized funds

If there are funds present in the Student Government Account that are not already allocated, then said funds shall be available for use in the Student Government Budget, line item Legislative Contingency

Section 4. College Council Funding in the Student Government Budget

Funds shall be appropriated in the Student Government Budget to fund the College Councils as follows:

- A. College Councils shall be appropriated an amount not less than five percent (5%) but not more than fifteen percent (15%) of the money paid by all students to the self-assessed fee for Student Government operational funds. These funds shall be disbursed in the following manner:
1. Sixty-five percent (65%) of the total money shall be disbursed to each College Council based on the amount of students enrolled in the Academic Area.
 2. Thirty-five percent (35%) of the total money shall be disbursed equally among each Academic Area.
- B. The amount in paragraph A shall be determined from the same source as used in calculating revenues for the Student Government Budget.
- C. Amounts appropriated to the College Councils shall be appropriated as separate line items by Academic Area.
- D. The Student Government Executive Director of Finance shall notify the College Council Presidents of the amounts of money designated for that Academic Area by the end of each spring semester.
- E. Funds not expended by the end of the fiscal year (June 30) will automatically carry over to the next fiscal year's College Council Surplus Account budget.
- F. The College Council Surplus Account at the end of the fiscal year (June 30) will not carry over to the next fiscal year's Student Government Surplus Account. Those funds shall remain the College Council Surplus Account for one year before rolling into the Student Government Surplus Account.
- G. College Councils shall file a projected, itemized expense report within their semester plan.

Section 5. Executive Director of Finance

- A. Executive Director of Finance shall provide reports to the President, Speaker of the Senate and to the Student Senate as follows:

1. A written update of all finances of the LSU Student Government each month during regular session of the Student Senate.
 2. A final written financial account by the last regular session meeting of the LSU Student Senate to report final balances for each academic semester.
 - a. A written breakdown of all Student Government accounts and their balances.
 - b. To maintain an up-to-date written account of all Student Government financial records in the Student Government office as a matter of public record.
- B. The Executive Director of Finance shall serve as the Chairperson of the Programming, Support, and Initiatives Fund (PSIF), pursuant to the PSIF Bylaws.
- C. The Executive Director of Finance is an ex-officio, non-voting member of the Senate Budget and Appropriations Committee.

Section 6 Student Government Financial Coordinator

- A. The Student Government Financial Coordinator shall be vested with the authority and responsibility to keep and be responsible for the accuracy of the financial records of the Student Government. The Student Government financial records shall be kept in accordance with University accepted accounting practices and procedures.
1. A copy of these records shall be given to the Executive Director of Finance on the 1st and 15th of each month so to assure accuracy, transparency, and accountability with the Student Body.
- B. Duties and Responsibilities
1. Manage budgets and all financial operations for Student Government
 2. Monitor and direct expenditures of various subgroups of Student Government and organizations when associated with Student Government funds.
 3. Work collaboratively with offices within Finance and Administrative Services (FAS) including Purchasing, Travel, Accounting Services, and Procurement.
 4. Track expenditures and reconcile monthly ledgers for completeness, accuracy, and compliance with University and state regulations; correct discrepancies.
 5. Provide guidance to the elected leadership of SG in budget development and expenditure protocol.
 6. Process all financial documents including LaCarte entries, and prepare all purchase orders, requisitions, travel reimbursements, foundation check requests, and deposit transmittals.
 7. Meet individually with all student organizations receiving Student Government funding, including PSIF or Senate funding.
 8. Serve as advisor and attend meetings of the allocation committees within Student Government
 9. Periodically attend Student Government branch meetings in order to report on financial matters.
 10. Provide direction and support in the monitoring of budgets, reconciling monthly ledgers, and preparing budget forecast based on previous year's spending
 11. Provide direction to the College Council leadership, administrative staff within various colleges, and directly advise the Executive Director of Finance and Assistant Director.
 12. Become familiar with and able to articulate University policies and procedures to Student Government leaders, committees, and student organizations that receive funds.
 13. Maintain SG financial records, including minutes, finance bills, working papers and correspondence.
 14. Process payroll and wage employees.

Section 7. Student Government Sponsorship

- A. When a project or activity is funded by Student Government, proper public notice, when appropriate, shall be given indicating Student Government's sponsorship.
- B. For purpose of this Section, proper public notice shall include, but not be limited to inclusion of the name of Student Government or Student Government Logo, in publicity for the funded project or activity.
- C. If the proper public notice is not given, the organization or group which was to have received the funds shall have forfeited all rights to those funds, and the funds shall automatically revert to the line items from which they were appropriated. The Student Senate shall notify the President of the fact through the agency of a legislative resolution.
- D. The awarding of funding by Student Government does not explicitly reflect the views and opinions of Student Government as an organization.

Article IX Funding Through Programming, Support, and Initiative Fund

Details regarding funding through Programming, Support, and Initiative Fund are found in the PSIF Bylaws within the procedure handbook.

Article X Funding Through Student Senate

Section 1. The Student Senate shall have the authority to distribute funding from the Legislative General Contingency Account, Student Government Surplus Account, and the Student Government Initiatives Account with appropriate approval of the Student Body President.

Section 2. Request for Funding

- A. Requests for funding through the Student Senate shall be submitted through the Student Senate funding application.
 - 1. The Student Senate funding application shall be approved through a Student Government Bill through the Temporary Budget and Appropriations Committee in the Spring Organizational Session.
 - 2. The Student Senate funding application shall include at minimum the following:
 - a. Information form including the following:
 - i) Contact information to the:
 - A. Student Representative
 - B. Corresponding university advisor.
 - ii) Event information regarding:
 - A. Travel or programming information
 - B. Financial information
 - iii) Informational guidelines on how to apply to funding from Senate.
 - b. A funding request form that must be signed by the Student Government Financial Coordinator and the Executive Director of Finance to verify that the request is

- i) In accordance with university policy
 - ii) In accordance with the Student Government Constitution and auxiliary documents
 - iii) Is within the means of the Student Government Budget.
 - c. An attached itemized budget for total cost of request and breakdown of how allotted funds will be spent
- 3. No Student Government Finance Bill (SGFB) shall be brought before the Budget and Appropriations Committee without the completed Student Government Funding Request Application.
- B. A request for funding will be considered by the Student Senate in the form of SGFB.
 - 1. It is the duty of the author of such legislation to guide any student, student organization or university department seeking funding through the funding process and inform said student, student organization or university department of all funding procedures.
 - a. An author of the Finance Bill must be present at the scheduled Budget and Appropriations Committee meeting to supply the committee with adequate and necessary information.
- C. Each student, student organization, event, or university department appropriated funds by the Student Government shall present a written or oral report to the Student Senate. The written or oral report shall be given no more than two (2) Student Senate meetings after the event for which the funds were appropriated. These reports will be noted by the Secretary in the Senate minutes. The reports shall include the following:
 - 1. Attendance at the event
 - 2. Success of the event
 - 3. Final expense statement
 - 4. Problems encountered
 - 5. Future plans of the student, student organization, event, or university department
 - 6. Method of notification of Student Government sponsorship
- D. Each student, student organization, event, or university department that is granted funds by the Student Government must give all receipts for the event to the Student Government Financial Coordinator for reimbursement within thirty (30) days of the event and before the end of the fiscal year. (June 30th).
- E. Any failure to comply with paragraph B or C of this Section will automatically result in that the student, student organization, event, or university department being ineligible to receive Student Government funds for one (1) year from the date of the event. It is the responsibility of the Senate Budget and Appropriations Chair to make note of such occurrences and to inform his or her successor.

Section Restrictions on Student Senate Allocation

- A. Any full-time student(s), event or organization recognized by Campus Life, seeking funding from Student Senate that may qualify for funding from the Programming Support & Initiatives Fund (PSIF) or the Organizational Relief Fund (ORF) must first apply for funding through PSIF or ORF before requesting Senate funding. In order to be considered eligible for Senate funding, a student or student organization must meet one of the following criteria:
 - 1. An organization, event, student(s), or expenditure finds it does not meet the standing requirements of either PSIF or ORF at the time of the request,
 - 2. Submits a formal request to either PSIF or ORF that is deemed ineligible based on the standing requirements of either PSIF or ORF at the time of the request,
 - 3. Submits a formal request to either PSIF or ORF and is not awarded funding,
 - 4. Is awarded funding that does not fully meet the organization, event, or student(s) needs.

a. In the event that funding from the PSIF or ORF committees is awarded, an author of the finance bill will notify the Chairperson of the Budget and Appropriations Committee prior to legislation being considered.

- B. An organization, event, student(s), or expenditure may only receive one (1) Senate Funding allocation per semester and cannot exceed two (2) Senate funding allocations per academic year. An allocation is defined as a sponsored Student Senate Finance Bill accompanied by a Funding Request Form.
- C. No part time student may request funds from the Student Senate with the exception of graduating seniors.

ARTICLE XI

Financial Accounts

Section 1. Student Government Surplus

- A. This account may only be used for one-time expenditures of Student Government.
- B. Funds may be requested by members of Student Government via a SGFB, introduced in and approved by the Senate, then approved by the Student Body President., Dean of Students, and Vice-Chancellor of Student Life through a memorandum disseminated by the Student Body President.
- C. All remaining funds in Student Government Operating Accounts, with the exception of the College Councils Surplus Account, at the end of each fiscal year are transferred to the Student Government Surplus Account.

Section 2. Student Government Initiative Accounts

- A. Student Government Initiatives
1. Funds from this account may be requested via a SGFB.
 2. This account may only be used for new initiatives and programs.
 3. No money shall be appropriated from this for student travel.
- B. Newspaper Initiative
1. The account is dispersed by agreement of the Speaker of the Student Senate and the Student Body President.
 2. This account is to be used to fund the SG Newspaper.

Section 3. Student Government Operating Accounts

- A. All funding is used at the sole discrepancy of this office and can be used on any matter that adheres to the guidelines of the university regulations and the Code of Ethics.
- B. Executive Departments and President Contingency
1. These accounts are under the control of the President, as enumerated in the budget bill.
 2. Any remaining funds in this account will be transferred to the Surplus Account.
- C. Vice President Contingency
1. This account is under the control of the Vice President, as enumerated in the budget bill.
 2. Any remaining funds in this account will be transferred to the Surplus Account.
- D. Election Board
1. This account is under the control of the Commissioner of Elections, as enumerated in the budget bill.
 2. Any remaining funds in this account will be transferred to the Surplus Account.
- E. Legislative General Contingency
1. This account is under control of Student Senate and signature of the President.

2. Request for funding must be submitted to the Senate office.
3. Any remaining funds in the account will be transferred to the Surplus Account.
4. The Student Senate shall not spend more than sixty percent (60%) of the originally budgeted contingency account during the Fall semester as allocated in the Student Government Budget.

F. Speaker Contingency and Legislative Accounts

1. These accounts are under the control of the Speaker, as enumerated in the budget bill.
2. Any remaining funds in this account will be transferred to the Surplus Account.

G. Judicial Branch Contingency

1. This account is under the control of the Chief Justice, as enumerated in the budget bill.
2. Any remaining funds in this account will be transferred to the Surplus Account.

H. College Council

1. This is the parent account of all College Council Funding at the beginning of each year.
2. Revenues in this account will automatically be distributed to College Councils, as enumerated in the budget bill.

Section 4. Student Government Corporate Sponsorship

A. This account is under the control of the President.

1. The Corporate Sponsorship Package, which shall include but not be limited to a list of events, programs, and initiatives where sponsorship money will be spent, must be approved by a majority (1/2) vote of the Student Senate present and voting at the Spring Organizational Session.
2. However, any combined expenditure from the Student Government Corporate Sponsorship Account that is not explicitly named and listed on the fundraising packet and other private Student Government accounts shall require notification by the President to the Student Senate at the next regularly scheduled Senate meeting.
3. Any remaining funds in this account will be rolled over from year to year.

ARTICLE XII

Public Records, Management and Meetings

Section 1. Student Government Records

- A. All records of the Student Government shall be public.
- B. All written documentation must be made available to the public within five (5) class days. Written documentation includes, but is not limited to,
 1. Meeting minutes
 2. Voting records
 3. Legislation
 4. Financial records

PARAGRAPH 4: THEREFORE, BE IT RESOLVED BY THE LOUISIANA STATE UNIVERSITY STUDENT SENATE THAT THE AFOREMENTIONED AMENDMENTS TO THE STUDENT GOVERNMENT BYLAWS BE ADOPTED.

PARAGRAPH 5: THIS BILL SHALL TAKE EFFECT UPON PASSAGE BY A TWO-THIRDS
(2/3) VOTE OF THE LSU STUDENT SENATE AND SIGNATURE BY
THE PRESIDENT, UPON LAPSE OF TIME FOR PRESIDENTIAL
ACTION, OR IF VETOED BY THE PRESIDENT AND SUBSEQUENTLY
APPROVED BY THE SENATE, ON THE DATE OF SUCH APPROVAL.

APPROVED:

ALEX W. GRASHOFF
SPEAKER OF THE SENATE

DATE:_____

JOHN S. WOODARD
STUDENT BODY PRESIDENT

DATE:_____